

**EEO Policy -- The Arivaca Fire District is an Equal Employment Opportunity employer and strives to preserve an employment environment free from all aspects of illegal discrimination.**

- A. This policy applies to all individuals, whether paid or volunteer, who work for the District while on-duty, on District premises, and during District related activities. In addition, this policy shall guide all employment practices which shall be interpreted broadly to include any of the following which may apply from time to time including recruitment, advertising, job application procedures, hiring, length of service, layoff, firing, advancement, compensation, benefits, training, and other terms, conditions, and privileges of employment.
- B. The District shall not tolerate discrimination or bias because of race, color, religion, sex, age, national origin, disability, or any basis prohibited by statute. Discrimination based on these protected characteristics violates both state and federal law.
- C. The District shall not tolerate discrimination against any "qualified individuals with disabilities" in any employment practices. Any individual with a qualifying disability may make a request for reasonable accommodation to their immediate supervisor or in the case of an applicant for employment, to the Fire Chief. Upon receipt of such request an authorized representative of the District will meet with the requesting individual for the purpose of discussing and evaluation the feasibility of the request and viable alternatives which may be available to a qualified individual with a disability.
- D. Any individual covered by this policy who believes that he or she has been treated in a manner in violation of this policy or who has reasonable belief that another person covered by this policy has been discriminated against (referred to as a "complainant") is required to immediately notify a District representative by contacting:
  - a. His or her immediate supervisor, or
  - b. The next level of management above the immediate supervisor, or
  - c. The Fire Chief; or
  - d. The Board Chairperson.

Unless the complaint addresses conduct by the Fire Chief, the person receiving the complaint is required to notify the Fire Chief as soon as possible. If the complaint is against the Fire Chief, the complaint shall be forwarded to the Chairperson of the Fire Board.

Investigation and handling of the complaint of alleged discrimination shall be handled with discretion.

The District will not tolerate retaliation against any individual who in good faith either brings a complaint, or opposes any employment practice reasonably believed to be in violation of this policy and/or state or federal employment laws, or participates in an investigation of any such alleged violation. Retaliation of any kind for engaging in this protected activity violates both state and federal law.

Any individual who is determined to have made a knowingly false complaint or knowingly provide false information during an investigation will be subject to disciplinary action up to and including termination of employment.

**Adopted by the Arivaca Fire Board as of: March 21, 2017**